

How to Prepare an Exhibit or Display

Step 7. Select the cameraperson.

This person should be familiar with how the camera works.

Step 8. Practice taping.

This is your team's chance to test the camera and to iron out technical difficulties before the final taping. To avoid a "jumpy" picture, you may want to practice how to stop taping to change scenes, or how to "cut" from one view to another within the same scene. If possible, use a tripod with the camera to ensure its steadiness. Consider your sound quality at this time—for example, how far away can someone stand and still be heard, and how loud or soft should sound effects be?

Step 9. Rehearse the program.

Walk through the scenes before the actual taping begins. You do not have to rehearse at the site of the taping, but you may want to have at the rehearsal certain props that will be used in the final taping. You may discover that you need extra people to help with equipment, props, or costumes.

Step 10. Have a backup plan.

Do not wait until the last minute to tape your program. Plan ahead for unforeseen problems such as bad weather or the absence of team members.

Step 11. Tape your program.

Remember to be aware of camera steadiness and background noises and to check sound quality throughout the taping.

Step 12. Do a final edit.

Decide what you want the final video production to look like. Title and credit screens are part of a quality production.

Last, but not least!

Think of creative ways to thank all of those people who helped you with your project. An extra special way to do this would be to invite them to a premiere showing of the video, complete with popcorn and drinks!

Step 1. Pick a subject.

Be careful not to pick a topic too broad or too narrow for your display. Adjust the subject so that an adequate presentation may be made.

Step 2. Determine the project's scope.

Decide how much money to budget, how much time is available, what materials are accessible, who can help, where space is available, what audience you want to reach, the size of the exhibit, and how long it will be displayed.

Step 3. Organize and outline.

Develop a story line, and detail what sections your display will cover. Put yourself in the viewer's place and make sure objects are clearly labeled and in proper sequence.

Step 4. Catalog materials you borrow.

Keep an accurate record of all materials you borrow to ensure their proper return and to help you remember what was in the exhibit.

Step 5. Choose audiovisual tools.

Use audiovisuals to their best advantage, but do not crowd too much information into one section.

Step 6. Acknowledge participants and contributors or donors.

Credit lines should be displayed in your exhibit. An opening reception is a nice way to thank lenders and contributors while drawing public attention at the same time.

Step 7. Plan security.

Protect your display against theft and damage. Attach photographs securely and consider a clear, protective display cover to protect contents against excessive handling.

For more information on creating exhibits in the classroom, read the November 1999 issue